



**COVID-19 Anti-Contagion
Health and Safety Protocol**

**GIANNI &
ORIGONI**



Dear Guest,

Gianni & Origoni cares about health and safety not just of its own professional resources, but also the people who access our offices for whatever reason.

To this end we have taken and continue to take all necessary measures to prevent and contain the spread of COVID-19 in the workplace, with the aim of making our Firm a safe place for everyone.

Below is a summary of the safety measures and behaviours that are adopted within the Firm to ensure adequate levels of protection for everyone, in full compliance with the most recent legislation.

GOP Cares!

1. WHAT IS THE HSP?

Gianni & Origoni has adopted a Health and Safety Protocol (HSP) that contains all the necessary measures that the Firm has put in place to counter the spread of COVID-19 within the organization.

2. WHY THE HSP?

The objective of the HSP is to make Gianni & Origoni a safe place where everyone can carry out their work, protecting the health and safety of the Staff and Professionals of the Firm, as well as third parties who have access to its offices for whatever reason.

3. HOW WAS THE HSP DEVELOPED?

The HSP was drawn up following the adoption of the Prime Minister's Decree of 26 April 2020 which regulates the gradual loosening of the so-called lockdown measures ("Phase 2") and it has been periodically updated, as and when required. One of the responsibilities of the Gianni & Origoni "Health Emergency" Task Force, specifically set up since the beginning of the pandemic, is constant updating of the HSP and dissemination of appropriate information and training on its contents.

4. WHAT ARE THE PRINCIPLES OF THE HSP?

The HSP is based on:

- Maintaining social distancing;
- Limited use of smart working;
- Information and health risk prevention;
- Hygiene, cleaning and sanitization of all workplaces.

5. WHAT OBLIGATIONS ARE GIANNI & ORIGONI STAFF AND PROFESSIONALS SUBJECT TO?

- a. Stay at home in case of fever (temperature higher than 37,5°C) or other flu symptoms by sending report to GOP;
- b. Accept that they cannot enter or remain within the Firm's offices and must promptly declare whether, even after entry, dangerous conditions arise;
- c. Those who have been in contact with known cases of infection must report the 5-day home quarantine to the internal Task Force;
- d. Comply with all national and local authorities provisions and Gianni & Origoni rules in accessing the Firm (in particular, be in possession of a valid Green Pass where required by the law, keep a safe distance, observe hand hygiene rules and maintain proper hygiene practices).

6. WHAT ARE THE RULES TO FOLLOW WHEN ACCESSING THE FIRM?

Access to Gianni & Origoni is subject to controls.

Gianni & Origoni reserves the right to limit access to its office premises (or parts thereof), only and exclusively to people in possession of the so-called "Green Pass", where required by the law (<https://www.dgc.gov.it/web/ottenere.html>), as well as establish the conditions and requirements for remaining within its premises, with exception for those areas specifically intended for use by those without a vaccination certificate.

At the point of entry, it is mandatory to register and to:

- Sanitize hands;
- Wear a mask where required by the law;
- Measure body temperature with thermoscanner or remote thermometers.

If body temperature is higher than 37,5°C, or other flu symptoms compatible with COVID-19 disease are present (pain, migraine, cough, sensory loss), access to the Firm's premises will not be allowed and people will be temporarily isolated in a specially equipped room near the entrance.

To avoid any risk of contagion, Guests from outside the organization will be required to confirm the following before entering the Firm's premises:

- They are in possession of a valid Green Pass and will present it for necessary checks, where required by the law;
- They have neither tested positive for COVID-19 nor have they been placed under quarantine or fiduciary isolation;
- They have no flu symptoms compatible with COVID-19 disease;
- They have not been in areas or environments considered to be at high risk of infection in the last 14 days.

In the absence of such confirmation, Gianni & Origoni reserves the right not to allow access to the Guest.

Gianni & Origoni provides Guests with common areas and toilets reserved for them.

To simplify access procedures, Guests will receive this information in advance by e-mail.

7. WHAT SANITARY PRECAUTIONS ARE ADOPTED IN THE FIRM?

It is mandatory that all people in Gianni & Origoni take all sanitary precautions, especially for hands.

Gianni & Origoni provides suitable hand sanitizers. Frequent hand cleaning with soap and water or hydroalcoholic gel is recommended.

Gianni & Origoni provides its Staff, Professionals and Guests with Personal Protective Equipment (PPE), giving precise instructions on when and how to use it, in particular with reference to the use of common areas, toilets and shared use devices.

Masks must be used both in common areas and in shared rooms where required by the law.

8. ARE GIANNI & ORIGONI PREMISES SANITIZED?

Gianni & Origoni ensures daily cleaning and periodic sanitization of rooms, environments, workstations and common areas, with particular attention paid to toilets and kitchens.

9. HOW DOES GIANNI & ORIGONI HANDLE THE DATA PROVIDED?

Gianni & Origoni ensures that the processing of personal data provided and collected during the health emergency will be carried out in compliance with Privacy regulations (EU General Data Protection Regulation and Italian Privacy Code) and applicable law provisions.

Collected data will be processed by people expressly authorized and responsible for the management of activities related to COVID-19 emergency, who have received specific instructions in this regard.

Collected data will be deleted at the end of the emergency.

10. WHAT RIGHTS DO I HAVE IN REGARD TO THE DATA?

As provided for in the EU GDPR, at any time and when the legal requirements are met, Guests can obtain confirmation of the existence or non-existence of data concerning themselves and have its content and origin made known, ask for its rectification, completion or updating, or the restriction of processing, as well as the portability of data (Articles 15-22 of the GDPR).

It is also possible, for legitimate reasons, to request the erasure, transformation into anonymous form or the restriction of processing of the data, as well as to object to the processing itself.

Requests may be addressed to the following e-mail addresses: privacy@gop.it or dpo@gop.it.